

**Western Connecticut State University  
Supervisors Guide to  
Processing a Reported Work Related Injury**

**New Injuries**

**If injury is life threatening, contact 911 for emergency response.**

**Supervisor is notified of the injury.**

**Supervisor interviews injured worker and distributes WCSU informational brochure to employee.**

**Supervisor must immediately call injury reporting line at 1-800-828-2717 to report incident and obtain reference number.**

**Send Form 207 to WCSU Payroll Office within 1 day of claim. In cases of time lost from work, the completed form should be faxed to (203) 837-9338.**

**Employees seeking medical treatment are required to utilize a physician within the workers' compensation physician network directory.**

**PROS Medical (203) 775-3290**

**Supervisor provides copy of the injury report to employee.**

**Recurrences**

**If this is a recurrence, the employee must call the WCSU Payroll Office at (203) 837-8364 and provide the following information:**

**Employee Name**

**Worksite Location**

**Date of Original Injury**

**Date of Recurrence**

**Where employee is seeking medical treatment**